

COURT COMMISSIONER

Purpose:

Actively support and uphold the Court's and City's stated mission and values. Perform professional legal and administrative work involved in conducting hearings and related proceedings involving civil complaints and violations of state statutes, City Code, and regulations as well as performing professional judicial duties in interpreting and applying the local, state and federal laws in the Criminal Court on an as needed basis.

Supervision Received and Exercised:

Receives direction from the Presiding Judge or from her/his designees.

Essential Functions:

Duties may include, but are not limited to, the following:

- Preside over all facets of: civil traffic cases, code enforcement violations, parking violations, petitions and hearings for protective orders/harassment injunctions. Preside over criminal in custody dockets and address issues concerning initial appearances, arraignments, pretrials and orders to show cause. May be assigned to cover any aspect of a pending criminal case as directed by the Presiding Judge or her/his designees.
- Research and analyze issues based on applicable ordinances, codes, regulations, case law, statutory and constitutional law.
- Assist in the development of policies, procedures and methods of operation. Prepare reports and related documentation upon request of the Presiding Judge or her/his designees.
- Perform all related duties as assigned.

Minimum Qualifications:

CITY OF TEMPE

Court Commissioner (continued)

Experience:

Five years of increasingly responsible experience as an attorney including responsibilities for preparing and presenting trial cases. Experience as a civil traffic officer, commissioner and/or judge in a municipal court is preferred.

Education:

A Juris Doctorate from an American Bar Association accredited law school.

Licenses/Certifications:

Member of the State Bar of Arizona in good standing for a minimum of five years.

Examples of Physical and/or Mental Activities:

(Pending)

Competencies:

(Pending)

Court commissioners shall be appointed for a two year term (or term length pursuant to City Code) and may be removed during the term by the presiding judge for cause and after a hearing. Court commissioners shall comply with the Arizona Code of Judicial Conduct and all personnel rules and regulations of the city as applicable.

Job Code: 433

Status: FLSA - Exempt